

**POSITION ANNOUNCEMENT
EXTERNAL POSTING**

POSITION: Director of Audit Operations/ OIG Administrative Officer Office of Inspector General	POSTING NO: #1247	DATE POSTED: 02/28/2012
LOCATION: Office of Inspector General Legal Services Corporation 3333 K Street, NW, 3rd Floor Washington, D.C. 20007-3552 www.oig.lsc.gov	EMPLOYMENT STATUS: Regular Full-Time/ Exempt	POSITION REMAINS OPEN UNTIL FILLED
CLASSIFICATION: Band 3 Professional/Supervisory		

Overview: Established by Congress in 1974, the Legal Services Corporation (LSC) is the country's single largest funder of civil legal aid for low-income Americans. LSC currently funds 135 independent, non-profit legal aid organizations with more than 900 offices throughout the nation. The Corporation's mission is to promote equal access to justice and provide grants for high quality civil legal assistance. The Director of Audit Operations (DAO) helps manage the audit function and serves as the principal advisor to the Assistant Inspector General for Audit (AIGA) on all audit related matters. The incumbent serves in a leadership role as a senior audit management official within the audit function of the Office of Inspector General (OIG). Performs duties as Acting AIGA as necessary. As OIG Administrative Officer, the incumbent ensures that the OIG administrative policies are properly implemented and running efficiently and effectively, and uniformly carried out by all units. The incumbent reports to and is under the guidance and supervision of the AIGA.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Assists the AIGA in managing the day-to-day operations of the audit function. This includes helping to develop and implement internal policies and procedures; develop LSC-wide audit programs; and prepare instructions which are applied to LSC recipient programs, contractors, and all internal operations of LSC. Acts as the primary quality

control official for all audits. Recommends changes in audit operations and policies to ensure efficiency and effectiveness in all audit operations.

- Designs, implements, and monitors all metrics associated with the audit function. Reports on the results of the metrics to the AIGA and Inspector General to ensure transparency of operations.
- Monitors and enforces the system of quality control to ensure all audit work is in compliance with Government Auditing Standards and the IG Act. Recommends changes to audit policies as necessary to ensure compliance with the established system of quality control. Is the primary contact for peer review received and conducted.
- Responsible for audit policies. Ensures that all necessary policies are in place, current, and properly implemented. Ensures that changes in Government Auditing Standards are quickly and accurately included in the internal Audit Manual and implemented. Ensures the Audit Guide for Recipients and Auditors is updated and current.
- Assists the AIGA in planning audits, including resource allocations and risk assessments. Helps the AIGA ensure that audits and projects are performed properly and on a timely basis. This includes performance audits, financial-related audits, compliance audits, attestation engagements and administrative projects.
- Focal point for automated work papers. Ensures that staff is properly trained and fully using automated work paper system in accordance with audit policies.
- Supervises the Audit Service Manager and the OIG Office Manager. Develops and monitors OIG administrative policies and practices in such areas as travel, file retention, purchasing, and correspondence management. Ensures that all OIG units have required administrative support. Ensures that internal administrative processes are uniformly carried out by all OIG units.
- Receives supervision from the AIGA and is guided by a framework of established policies and practices. Has wide latitude for the exercise of initiative and judgment in the discharge of all duties, and acts with the full responsibility for those duties. Work is reviewed from the standpoint of effectiveness in accomplishing objectives.
- Performs other duties as assigned.

CORE COMPETENCIES:

General:

Strong leadership skills; self-motivated and able to motivate others to perform at a high level in order to meet organizational goals.

Ability to simultaneously develop and manage multiple audits and projects ensuring the program goals and priorities are met in a fluid environment.

Ability to communicate effectively both orally and in writing to promote positive change and organizational improvement.

Demonstrated expert ability in auditing and/or accounting, and in managing professional organizations.

Knowledge of sufficient scope and depth necessary to administer a program for conducting audits.

Knowledge of automated work papers and ability to customize, implement, train, and monitor the application of automated work papers throughout the audit organization.

Technical/Specialized:

An undergraduate degree, 24 credit hours of accounting, and ten (10) years of progressive audit and managerial experience; or an equivalent combination of education, including 24 credit hours of accounting, and related experience totaling twelve (12) years are required.

A graduate degree or a relevant certification, e.g., CPA, CISA, CIA, or CMA, is desired.

Experience applying government auditing standards with a major CPA firm, a Federal IG Office, or the Government Accountability Office is desired.

SALARY AND BENEFITS:

Salary: \$83,310 to \$135,715 (including Locality Pay), depending on qualifications and experience. Excellent benefits package.

APPLICATION PROCEDURE:

Submit a résumé, cover letter, and salary history to:

Legal Services Corporation
Office of Human Resources
3333 K Street, NW, 3rd Floor
Washington, DC 20007-3522
Fax: 202.337.6383
E-mail: jobs@lsc.gov

Note: Electronic applications are preferred. If applying by e-mail, please include the job title in the subject line. If reasonable accommodation in the application process is required, please notify OHR at 202-295-1571.

DIVERSITY STATEMENT:

LSC embraces diversity as a core value. We recognize that our success as a Corporation depends upon creating and maintaining a diverse team of talented professionals, and we are committed to a workplace that reflects and supports diverse individual backgrounds and perspectives. Our commitment to diversity, inclusion, and non-discrimination includes race, sex, age, religion, national origin, sexual orientation, gender identity/expression, personal appearance, genetic information, political affiliation, marital status, family responsibilities, disability and status as a veteran, and any other characteristic protected by federal, state, or local laws or regulation. We strive to have a workplace that is comfortable and welcoming for everyone.